

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC WORKS

DATE: JANUARY 26, 2015

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS MERLINO  
CONOVER  
WOOD  
TAYLOR  
FRASIER  
DICKINSON  
SIMPSON  
SOKOL  
VANSELOW

**OTHERS PRESENT:**

JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS  
JUSTIN GONYO, GENERAL SUPERINTENDENT, SARATOGA & NORTH CREEK  
RAILWAY  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BROCK  
GIRARD  
MONROE  
SEEBER  
DON LEHMAN, *THE POST STAR*  
THOM RANDALL, *ADIRONDACK JOURNAL*  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

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Mr. Merlino called the meeting of the Public Works Committee to order at 10:13 a.m.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Jeffery Tennyson, *Superintendent of Public Works*, who distributed copies of the Parks, Recreation & Railroad and DPW Agendas to the Committee members; *copies of both Agendas are on file with the meeting minutes.*

Commencing the review of the Parks, Recreation & Railroad Agenda, Mr. Tennyson introduced Justin Gonyo, *General Superintendent, Saratoga & North Creek Railway (SNCR)*, to provide an update on SNCR railroad operations. Mr. Gonyo began by providing a summary of operations for the last quarter of 2014. He noted that as part of SNCR's freight operations, 4,000 tons of aggregate material had been moved from the Tahawus Mines to Tauton, MA as part of a contract with the Massachusetts Department of Transportation. He explained that the materials would be used for railroad ballast and he said the remaining 4,000 tons of aggregate to be transported under this contract would be moved during the upcoming spring. Mr. Gonyo apprised that SNCR was still working to secure the contract to transport a large amount of aggregate material to the New York City area and he said they were now working with the Rensselaer Industrial Development Association to assist with their efforts in developing the Rensselaer side of the Port of Albany.

With regards to ridership figures, Mr. Gonyo said they had ended the year at an increase from 2013 with 41,000+ passengers; he said the Polar Express had its best ridership since 2012, servicing over 27,000 passengers for the 2014 event. He noted that SNCR was currently operating their Snow Train schedule, having last run the train over the Martin Luther King holiday weekend. Mr. Gonyo indicated a dinner train would run on February 14<sup>th</sup> for a Valentine's Day event, and they would also operate the Snow Train on February 15<sup>th</sup> - 22<sup>nd</sup> during President's Week. He continued that after President's Week, the train would not operate again until St. Patrick's Day weekend when a dinner train would be offered.

Mr. Gonyo stated the biggest news he had to announce was the receipt of a \$100,000 grant they had applied for in connection with the First Wilderness Heritage Corridor. He said these grant monies would be used to fund a study pertaining to the introduction of a rail connection between the Saratoga Springs Station and the Rensselaer Rail Station; Mr. Gonyo added that this connection would be a real game changer for SNCR. He said that basically, the study would reflect what engineering and economic

hurdles would be encountered in terms of setting up connecting service. Mr. Gonyo explained this expansion would allow connections with about 10 Amtrak trains per day at the Rensselaer Rail Station to offer train transportation all the way to North Creek, as opposed to the two trains they connected with currently at the Saratoga Springs Station. He advised this new connection would pose a huge benefit to the efforts made by SNCR and Warren County to increase ridership and bring more tourism to Warren County. Finally, Mr. Gonyo stated that the spring train schedule would begin on April 4<sup>th</sup>, offering weekend trips through the end of June when the summer train schedule would commence.

Mr. Dickinson questioned how many train trips were required to move 4,000 tons of aggregate material and Mr. Gonyo replied they were moving the materials in 20-30 car strings; he added that 4,000 tons of material would require the use of about 40 rail cars, meaning that two train trips would be needed to move the material. Mr. Dickinson then asked whether they had encountered any weight-related issues and Mr. Gonyo replied in the negative. In response to another inquiry posed by Mr. Dickinson, Mr. Gonyo confirmed that the total ridership figures of 41,000+ for 2014 included the 27,000 passengers that had participated in the Polar Express event.

Mr. Taylor noted that if a connection with the Rensselaer Rail Station was achieved it would likely increase ridership figures, but he questioned whether it would increase freight operations, as well. Mr. Gonyo replied that they were researching this possibility solely as a passenger route. Mr. Dickinson noted that the Rensselaer Rail Station was a large hub that had a tremendous number of passengers traveling through it; he agreed that this new connection would pose a considerable benefit to SNCR and Warren County and he wished Mr. Gonyo luck in this endeavor,

Mr. Merlino commented that \$100,000 seemed to be a lot of money for a research project and he questioned what work would be completed. Mr. Gonyo responded that a bid process would be undertaken to attract a consulting group that would research and determine the economic benefits of the new connection, as well as what the infrastructure and equipment requirements would be. He advised the study would take about six months to conduct and SNCR was fairly certain that no one entity would be able to complete the review, and in fact, they may require multiple partnerships of different organizations. Mr. Gonyo noted that SNCR could not perform the study themselves because it would appear too biased when the study was completed with results indicating that more trains should be introduced. He explained that the study needed to be funded using grant funds obtained through a third party, which they had found in the Warren County Planning & Community Development Department's First Wilderness Heritage Corridor initiative. Mr. Gonyo assured that all of the grant funding received, as well as the matching funds pledged (*\$10,000 from Iowa Pacific; \$1,000 from Warren County Economic Development Corporation; and \$1,000 from Saratoga County Economic Development Corporation*), would be applied to the study; however, he said, they were unsure whether the study costs would be more or less than the \$112,000 in grant funding available.

Resuming the Agenda review, Mr. Tennyson directed the Committee members to Page 1 which included a request to authorize use of the Warren County Bikepath after sunset for the Ragnar Relay Adirondacks 2015 event, as well as in subsequent years. He explained that this was a recurring event featuring a night race, a portion of which was run on the Bikepath; Mr. Tennyson added that every year permissions were sought to use the Bikepath after sunset because such use was prohibited by one of the County's Local Laws. He advised that since the event had grown in popularity, he was requesting authorization to approve use of the Bikepath for the 2015 event, as well as to authorize approval of same for subsequent years by the Superintendent of Public Works through permit issuance. Mr. Tennyson explained that, as with all other events he issued permits for, event information would be forwarded to the County Attorney's Office for review and approval of necessary insurance documentation before a permit was issued.

Motion was made by Mr. Dickinson and seconded by Mrs. Frasier to approve the request.

Mr. Dickinson asked if the Committee would continue to be made aware of events before they were held and Mr. Tennyson responded affirmatively, assuring that he would advise the Committee of upcoming events at future meetings. Mr. Taylor questioned whether any complaints about the event had been received from neighboring residents of the Bikepath and Mr. Tennyson replied in the negative; Mr. Tennyson added that this organization had been holding similar races all over the nation and they seemed to be expanding every year.

There being no further discussion, Mr. Merlino called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the February 20<sup>th</sup> Board Meeting.

Moving on, Mr. Tennyson advised Agenda Page 7 included a request to amend the County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$500 for Up Yonda Farm from the 2014/2015 Pearsall Grant.

Motion was made by Mr. Conover, seconded by Mr. Sokol and carried unanimously to approve the request and refer same to the Finance Committee.

As there were no "Referral/Pending Items" to discuss, Mr. Tennyson proceeded to review the "Information for Discussion/Review" items, as follows:

Page 9 - Mr. Tennyson advised Agenda Page 9 included a letter from the New York State Office of Parks, Recreation and Historic Preservation relative to snowmobile grant funding received in the amount of \$67,970. He reminded the Committee that these were passthrough grant funds distributed to the snowmobile clubs and that no Committee action was necessary in relation to this matter.

Page 11 - Mr. Tennyson pointed out the flyer reflected on Agenda Page 11 advertising the annual Pancake Breakfast and Maple Festival event being held at Up Yonda Farm on March 1<sup>st</sup>. He said this was a very popular event which sold out every year and he encouraged anyone interested in attending to make reservations in advance. Mr. Tennyson noted that the event featured a full breakfast, as well as tours of a running sugar shack and presentations by local maple syrup producers. He commented this was a very nice event attended by many children interested in learning how maple syrup was made. Mr. Merlino questioned whether donations were being accepted for this event and Mr. Tennyson replied affirmatively, noting that anyone wishing to make donations should contact him directly.

Returning to the issue of snowmobile grant funding, Mrs. Frasier questioned whether the snowmobile clubs were required to present an accounting of how the funds they received were expended; she noted that she had received questions from constituents relative to this matter and could not provide a response because she was unaware if this was a requirement. Mr. Tennyson said he believed the clubs were required to submit this information to the State, but said he could research this matter further. Mr. Merlino confirmed this was a requirement and he advised each of the four snowmobile clubs had to submit a listing of expenses at the close of every snowmobile season to account for how the grant funds were used. Ms. Wood agreed with Mr. Merlino's comments, advising that she had reviewed the information submitted by Thurman's snowmobile club in the past. Mr. Tennyson advised that he would obtain a copy of the reporting submitted by the Hague snowmobile club and forward it directly to Mrs. Frasier, for which she thanked him.

There being no further Parks, Recreation & Railroad business to discuss, Mr. Tennyson commenced the review of the DPW Agenda, beginning with a request to set a rental rate of \$1,500 per day for use of the County-owned West Brook Parking Lot, as well as to authorize the Superintendent of Public Works to authorize a usage permit for the facility. He explained the Americade organizers had requested to rent and use the West Brook Parking Lot exclusively during their June 2015 event; he added that they

would also be using the Wood Park Festival Space during the Americade event. Mr. Tennyson noted that a rate for the rental of the West Brook Parking Lot had not yet been set, but he said that after an engineering review of the West Brook Parking Lot, as well as some discussion with Mayor Blais, *Village of Lake George*, about the rental rate charged for use of the County-owned Beach Road Parking Lot which the Village managed on the County's behalf, they had determined a rate of \$1,500 to be appropriate as that was the amount charged for use of the Beach Road Parking Lot, which was similar in size. He pointed out that although they would lose the use of the West Brook Parking Lot during the event, as well as any parking revenues that would have been collected, the monetary loss should be offset, and exceeded, by the \$1,500 charge. Mr. Tennyson anticipated they would receive other requests for exclusive use and rental of the West Brook Parking Lot in the future and he requested that the Committee provide him with authority to approve such requests through the typical permitting process for County-owned facilities to be subject to review and approval by the County Attorney's Office to determine the proper insurances were in place.

Mr. Dickinson asked how many spaces the West Brook Parking Lot offered and Mr. Tennyson advised that currently the Lot was made up of two parallel lines with unmarked parking spaces which they estimated could hold about 94 cars if everyone parked correctly. Mr. Tennyson noted that they planned to expand the Parking Lot and when that work was done the Lot would be marked to provide dedicated parking spaces. Mr. Dickinson then asked how the Parking Lot would be used during the Americade event and Mr. Tennyson replied it would be dedicated for parking vendor vehicles and trailers. Mr. Dickinson questioned whether the Americade event would be charged for their use of the Festival Space, as well, and Mr. Tennyson responded affirmatively; however, he noted, the Festival Space and the West Brook Parking Lot were two separate spaces with differing ownership. When Mr. Dickinson asked what the rental fee charged to Americade for use of the Festival Space was, Mr. Tennyson replied that he was unaware of the total as the event organizers had worked with Mayor Blais to rent the facility. Mr. Tennyson added it was likely that information would be provided at the next meeting of the Park Operations & Management Committee. Mr. Dickinson questioned whether Mayor Blais had reached an agreement with Americade organizers to rent the West Brook Parking Lot for the \$1,500 fee and Mr. Tennyson responded in the negative, stating that the Committee/Board of Supervisors would need to decide upon the rental rate for the Lot. He noted that once the Parking Lot was expanded a higher rental rate could likely be charged, but advised the \$1,500 fee was a suggestion and the amount could be increased, or decreased, at the Committee/Board's discretion. Mr. Dickinson stated that following his discussions with Americade promoters he was concerned about charging the event for every space they used and he would like an opportunity to discuss this charge further before a decision was made. Mr. Tennyson apprised that he had spoken with one Americade promoter about the use of the West Brook Parking Lot and had indicated that he planned to recommend a fee in the range of \$1,500 for the Lot which the promoter had not raised any objection to. Mr. Dickinson questioned whether Mr. Tennyson had spoken with Christian Dutcher and Mr. Tennyson replied in the negative. Mr. Tennyson said he was aware that Mayor Blais had spoken with Americade organizers about this matter and had indicated that, similar to the fee charged for the Beach Road Parking Lot, a fee in the range of \$1,500 would likely be charged for the West Brook Parking Lot.

Mr. Conover commented that going forward, they should consider who the West Brook Parking Lot was being rented to in order to ensure they did not encounter a situation where parking for an event at the Festival Space was needed but the Parking Lot was rented to a competing event. He continued that when an event was being held on the Festival Space, it may be best to only consider usage requests for the Parking Lot submitted by either that particular event, or the Town/Village of Lake George. Mr. Tennyson agreed this was a good point and said they could develop a policy aimed at addressing these concerns.

Mr. Sokol asked if any liability concerns had been raised with respect to rental of the Parking Lot and Paul Dusek, *County Administrator*, responded that typically, a group renting County-owned property

was required to provide certain insurance certificates indemnifying the County for any liability issues encountered during the event. He noted that when permits for use of County-owned property were issued, a certain review process was required which included review and oversight by the County Attorney's Office and the County's insurance carriers.

Mr. Taylor pointed out that Americade was the biggest event of the year for Warren County and they would essentially be removing 94 parking spaces from use during a very busy time; he questioned whether this might cause a problem. Mr. Tennyson advised Mr. Dutcher had suggested some different ideas for traffic patterns to be used during the Americade event, as well as some ideas for improving parking. He acknowledged that removing the availability of parking in the West Brook Parking Lot would result in a loss of parking revenue to the County and would also push parking to other areas. Mr. Dickinson noted there were a number of other privately owned parking areas in the Village of Lake George and he advised the Town of Lake George was working on constructing their own parking lane along West Brook Road which should be done in time to accommodate parking during the Americade event.

Motion was made by Mr. Vanselow, seconded by Mr. Conover and carried unanimously to approve the request to set a rental rate of \$1,500 per day for use of the County-owned West Brook Parking Lot, as well as to authorize the Superintendent of Public Works to authorize a usage permit for the facility, and the necessary resolution was authorized for the February 20<sup>th</sup> Board Meeting.

Continuing to Agenda Page 2, Mr. Tennyson presented a request to fill the Fiscal Manager position, *Annual Base Salary \$51,531, pending salary review by the Human Resources Department*, within his Department, due to an impending retirement which would become effective in early April. He also pointed out requests included on Agenda Pages 3 and 4 to create and fill a new position of Fiscal Manager #2, *Annual Base Salary of \$51,537*, which would be full-time, but only used for a three-week period. Mr. Tennyson apprised the Fiscal Manager position was a complicated one which would require a certain amount of training before the transition took place; he added that the Fiscal Manager position had already been advertised and once a candidate was chosen, they would move the retiring employee to the temporary Fiscal Manager #2 position. Mr. Tennyson said he expected the cost of retaining the current employee for the three-week training period, as well as the payout for accrued vacation time, would be about \$6,000; he noted that Agenda Page 5 included a request for a transfer of funds in this amount. He concluded that the Fiscal Manager position was critical to Departmental operations.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve all four of the aforementioned requests and refer same to the Personnel and Finance Committees.

Mr. Conover pointed out that the sections of the Notice of Intent to Fill Vacant Position forms reflecting Civil Service/Human Resources approval were incomplete. Mr. Tennyson explained that he had discussed this matter with the Human Resources Director and received verbal approval; however, he continued, he had not brought the form to the Human Resources Office to be signed. Mr. Tennyson noted that he had not received signatures from the County Administrator or the Budget Officer either, but he did not anticipate any difficult in obtaining them. *Note: Subsequent to the meeting Mr. Tennyson provided fully executed copies of both Notice of Intent to Fill Vacant Position forms which have been incorporated into the meeting Agenda and can be found on file with the Meeting Minutes.*

Mr. Vanselow questioned whether the temporary position would be eliminated once it was no longer needed and Mr. Tennyson responded that he would only be transferring sufficient funding to support the position for the three-week period described, after which time the position would remain vacant and unfunded. Mr. Tennyson advised he could either come back to Committee at a future meeting to request that the position be eliminated, or, in order to reduce the administrative burden, the position could remain in the salary schedule, vacant and unfunded, until it was removed during the 2016 Budget

process. Mr. Vanselow indicated he had no objection to the position being eliminated during the 2016 Budget process, but wanted to make sure the position would not remain in the salary schedule indefinitely.

Mr. Tennyson stated Agenda Page 6 included a request to amend the County Budget to appropriate funds totaling \$286,123.94 from the County Road Fund Balance, *Budget Code D.909.00*, to various County Road Projects, as per the list provided on Agenda Page 7. He explained that these amendments related to equipment usage for projects which would typically have been made at the end of 2014, but due to changes in NYSDOT (*New York State Department of Transportation*) standardization for CHIPS (*Consolidated Highway Improvement Project*) reimbursement, changes in the Treasurer's Office and staff burden within the DPW Division, they had not been addressed. Mr. Tennyson pointed out that this amendment would take care of the remaining end of the year accounting work for equipment usage costs only, as the transfers for labor costs had already been addressed. He clarified this was a request to amend the budget to transfer existing monies and that no additional funding was being sought.

Motion was made by Mr. Conover, seconded by Mr. Dickinson and carried unanimously to approve the request to amend the County Budget and refer same to the Finance Committee.

There being no "Referral/Pending Items" to discuss, Mr. Tennyson proceeded to review the "Information for Discussion/Review" section of the Agenda, as follows:

- ★ Concerns raised regarding West Mountain Road condition & Construction - Mr. Tennyson apprised of complaints made by Ron Ball, *Town of Queensbury Resident*, relating to West Mountain Road, the first of which pertained to safety concerns with the West Mountain Road/Mountain View Lane/Bonner Drive intersection. In response to these concerns, Mr. Tennyson advised his Engineering Staff had reviewed the intersection and performed an accident history in that location. He reported that three accidents had occurred at the intersection, one of which was alcohol related, one was a collision with a deer and one was a failure to keep right on slippery pavement. Mr. Tennyson said Mr. Ball had complained that drivers in that area were not stopping completely and rolling through the intersection and he had indicated this was not a proper intersection. Mr. Tennyson commented that the intersection was designed properly and provided correctly placed signage with appropriate sight distance. He deduced that there were no problems with the intersection from a design standpoint and based on the engineering review, there was not a sufficient history of accidents caused by people failing to stop at the signs. Mr. Tennyson stated that it would seem the problem with people rolling through the stop signs was actually an enforcement issue.

Continuing, Mr. Tennyson addressed Mr. Ball's second concern related to a dip in West Mountain Road where Clendon Brook crossed beneath the road and his assessment that the dip was caused by a problem with the culvert. Mr. Tennyson advised the dip was not actually located over the culvert; he further advised the culvert pipe was in decent shape and they did not believe it was allowing any undermining of soil. He noted the dip was likely attributed to a maintenance issue which would be addressed during the upcoming paving season through some milling and patching work, along with some other areas of West Mountain Road.

Mr. Tennyson advised Mr. Ball's final concern had related to the Rush Pond Trail entrance located on West Mountain Road. He said a permit had been issued to the Town of Queensbury for their construction of a parking area, as well as for a construction entrance for continued work on the Rush Pond Trail. Mr. Tennyson explained Mr. Ball had cited concerns regarding truck traffic and sight distance, opining that they would create safety concerns. Mr. Tennyson said that as part of their permit requirements, the DPW required the Town of Queensbury to

place proper maintenance and protection of traffic devices so there would be signage placed in advance of the construction entrance to let the public know there would be trucks entering the roadway. He continued that before issuing the construction permit to the Town of Queensbury, they had inspected the intersection to make sure that there were no sight distance concerns in either direction; Mr. Tennyson confirmed there were no such concerns as the sight distance actually exceeded the minimum standards and were adequate for the specified use. He concluded that, as with any other construction permit issued, they would perform continuous assessments and if any concerns arose they would work with the Town of Queensbury to modify any traffic controls.

Chairman Geraghty questioned whether a response had been provided directly to Mr. Ball regarding his concerns and Mr. Tennyson responded that he had attempted to reach Mr. Ball by phone, but had been unsuccessful so far. Chairman Geraghty suggested that a letter be sent to Mr. Ball outlining the information provided to the Committee and Mr. Tennyson agreed to do so.

- ★ West Brook Parking Lot reconstruction schedule and impact on events - Mr. Tennyson reminded the Committee that grant funds had been awarded to allow the West Brook Parking Lot to be expanded to the limits of the existing County right-of-way which would bring the Lot closer to the new sidewalk in front of the Festival Space in the Wood Park. He advised the grant included funding for paving of the entire Parking Lot using porous asphalt and the construction work was now under design; he added that they expected approval of the construction design by the granting agencies within the next month, following which the project would be put out for bid. Mr. Tennyson said the construction work was currently anticipated to begin directly after the Adirondack Nationals Car Show which was scheduled to be held over Labor Day weekend, allowing the work to begin on September 8<sup>th</sup>. He noted that, as had been the case when Beach Road was reconstructed using porous pavement application, the West Brook Parking Lot would not be available for any access during the paving process. Mr. Tennyson stated that they hoped to move quickly with the construction work in September, assuming that the work would take six to eight weeks to complete, depending upon the weather. He acknowledged there would be events held at the Wood Park during the construction period but said that the rear entrance to the Festival Space from Beach Road should be available by that time to allow access for vehicles, as well as other passages that would accommodate light pickups. Mr. Tennyson indicated this work had been deferred due to the adjacent work on the Wood Park where grading work was being done which might allow for the pores of the porous pavement to become clogged, ruining the surface. He anticipated the Park construction should be substantially complete by September with all grading finished and turf placed, making it a safe time to undertake the Parking Lot construction. Mr. Tennyson said he was aware there might be some concerns relating to the impacts on events at the Festival Space/Wood Park, but he contended that the work had to be done at some point and because the number and size of events were likely to grow in the future, it was best to do the work now.

Mr. Dickinson questioned whether the elevation of the West Brook Parking Lot would be raised through this reconstruction work and Mr. Tennyson replied in the negative, explaining that they would actually excavate the site, add stone and then pave the Lot so there would be no elevation change.

In response to an inquiry made by Mr. Taylor relative to vacuuming of the porous pavement installed on Beach Road, Mr. Tennyson advised there was a contract in place for road sweeping services, which was primarily used for hamlet areas where there were stone driveways. He added that this contract allowed for a special vacuum unit which was used on the porous pavement section of Beach Road three times each year in the spring, summer and fall. Mr. Tennyson advised that generally, the porous pavement had performed very well structurally and seemed to be stable. He said there had been some

concerns that some of the aggregate would be rolled out by the snow plows, but there had been no significant raveling. Mr. Tennyson commented that treatment of Beach Road seemed to require less salt use, in part because they were not treating the same surface with road salt multiple times to treat re-freezing issues because once the water was melted it drained through the road. He concluded that this was a successful project which was now being undertaken by other municipalities across the State.

Referring to the DPW Fuel Report included in Agenda Page 9, Mr. Conover pointed out that while annual fuel consumption was very weather related, it seemed that the amount of diesel fuel used seemed to remain consistent, while the amount of gasoline used seemed to have reduced considerably and he questioned whether more diesel trucks were being used. Mr. Tennyson responded he could not account for one sole factor which attributed to these changes, as there were multiple; he noted that they had been reducing the size of the DPW fleet, but they had increased the amount of work done by DPW forces. Mr. Tennyson said that although they tried to use fuel as efficiently as possible, the costs incurred were typically driven by the construction schedule and response to weather-related events. He concluded that one thing that had helped maintain the fuel budgets was the consistently low fuel prices as of late.

A brief discussion ensued.

There being no further business to come before the Public Works Committee, on motion made by Mr. Dickinson and seconded by Mr. Conover, Mr. Merlino adjourned the meeting at 10:59 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board